

# Time Learning Lab

NC OSC Training & Development

8/29/2012

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- \* The Magic Equation
- \* Holidays
  - \* Accrual Entitlement Behavior
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# Negative Balances Potential Causes

- \* Incorrect use of Infotype 2013
- \* Retro absence reallocation; Touching Absences
- \* Retro WSR changes
  - \* Absences on FREE days
  - \* Full day absence flag (FDA) errors
- \* Late time entry & approvals
- \* Retro changes that result in end-of-year vacation to sick rollover balance adjustments

IT0007

Personnel No	00000	Name	SPCA Employees
EEGroup	A	Persa	1481 State Controller
EESubgroup	A1	FT.N-FLSAOT Perm	Statu Active
Choose	01/01/1800	12/31/9999	

Start Date	End Date	WS rule	T	Empl.	MoHrs	WkHrs	Hrs/Da	Wkd	P	LI	AI
12/12/2011	12/31/9999	D02N10_T	1	100.00	173.33	40.00	10.00	0.00			
12/01/2007	12/11/2011	D02N10_F	1	100.00	173.33	40.00	10.00	0.00			
11/01/1997	11/30/2007	D01N08GN	1	100.00	173.33	40.00	8.00	0.00			

PT\_BAL00

Empl/appl name	Period	Current Date	TmType	Time type descript	zNumb
SPCA Employees	201112	12/12/2011	T22R	Holiday Comp End Balance	32.00
		12/12/2011			32.00
SPCA Employees	201112	12/13/2011	T22U	TS Hol Comp Quota Used	2.00
SPCA Employees	201112	12/13/2011	T22R	Holiday Comp End Balance	30.00
		12/13/2011			32.00
SPCA Employees	201112	12/14/2011	T22R	Holiday Comp End Balance	30.00
		12/14/2011			30.00

9901-6005

Start Date	End Date	Time Ty	Hours	On-Call R	Time Eval	Payout Date
10/02/2012	10/02/2012	6005	8.00	0.00	10/04/2011	
07/31/2012	07/31/2012	6005	8.00	0.00	08/02/2011	
06/28/2012	06/28/2012	6005	8.00	0.00	06/28/2011	
05/19/2012	05/19/2012	6005	8.00	0.00	05/21/2011	
02/15/2011	02/15/2011	6005	2.00	0.00	02/16/2010	
02/15/2011	02/15/2011	6005	1.00	0.00	03/02/2010	

PT50

Start Date	End Date	Time Ty	Hours	On-Call R	Time Eval	Payout Date
03/11/2010	03/11/2010	9000	0.50000	0.00000	Hours	
02/10/2011	02/10/2011	9000	0.50000	0.00000	Hours	
12/13/2011	12/13/2011	9000	2.00000	0.00000	Hours	

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**Issue:**

-A WSR is changed retroactively and the EE's aging records do not match quota deductions.

**Example:**

- A WSR is changed retroactively from D02N10\_F (4x10 with Friday off) to D02N10\_T (4x10 with Tuesday off).
- An absence was originally keyed on Tuesday 12/13/2011, which is now a 'FREE' day based on the retroactive WSR change.
- PT50 & PT\_BAL00 show the deduction, however IT 9901-6005 does not.

**Solution:**

- When WSRs are changed retroactively and the EE's days off ('FREE' days) are changed in the new schedule, review previously keyed absences to ensure absences haven't been keyed on the EE's new days off.
- If there are impacted absences, remove the leave entry or create a relevant substitution for the days of the absences.

# Full day Absence Flag

**Before**

Personnel No	1401	Name	State Controller
EE group	A SPA Employees	Personnel ar	1401
WS rule	D02N10_F MTWH-10,FSaS-O	Status	Active
Start	12/28/2009	To	12/28/2009
Chg.	01/06/2010	00504028	

Absence type	9000	Approved Leave	
Time	-	<input type="checkbox"/> Prev day	
Absence hours	10.00	<input checked="" type="checkbox"/> Full-day	
Absence days	1.00		
Calendar days	1.00		
Quota Used	10.00	Hours	

**After**

Personnel No	1401	Name	State Controller
EE group	A SPA Employees	Personnel ar	1401
WS rule	D24W24FX Day Flex	Status	Active
Start	12/28/2009	To	12/28/2009
Chg.	01/06/2010	00504028	

Absence type	9000	Approved Leave	
Time	-	<input type="checkbox"/> Prev day	
Absence hours	24.00	<input checked="" type="checkbox"/> Full-day	
Absence days	1.00		
Calendar days	1.00		
Quota Used	10.00	Hours	

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**Issue:**

-A WSR is changed retroactively, EE has absences keyed with the full day absence flag set and EE's new scheduled hours are greater than the previous schedule.

**Example:**

-A WSR is changed retroactively from D02N10\_F (4x10 with Friday off) to D24W24FX (Day Flex).

-An absence was originally keyed on 12/28/2009 for 10 hrs, which set the full day absence flag on the related IT 2001 record.

-The WSR is changed to a flex schedule and Time Evaluation reads the absence as a 24 hr deduction, instead of a 10 hr deduction.

**Solution:**

-When WSRs are changed retroactively and the EE has scheduled hours that vary from the original schedule, review absences to see if the full day flag is set.

-If there are impacted absences, open and resave the related IT 2001 record. Note that the leave hierarchy will be reapplied with EE's current balances when the leave record is touched.

## Negative Balances Potential Causes (cont)

- \* Timing of holiday entries
- \* Infotype 416 payouts generated in excess of current available balance
- \* Understanding quota balance on a current basis  
(Deductions pull from the current quota balance, not from the available balance on the date of the absence)

Empl/appl name	Period	Current Date	TmType	Time type descrip.	Σ Number
...	201207	07/05/2012	T22U	TS Hol Comp Quota Used	6.00
...	201207		T22R	Holiday Comp End Balance	6.00-
		07/05/2012			0.00
...	201207	07/06/2012	T22R	Holiday Comp End Balance	6.00-

There is no Q20 available on 7/5/12

...	201208	08/12/2012	T22R	Holiday Comp End Balance	6.00-
...	201208		T20R	OT Comp End Balance	8.00
		08/12/2012			2.00
...	201208	08/13/2012	T22R	Holiday Comp End Balance	6.00-
...	201208		T20R	OT Comp End Balance	8.00
		08/13/2012			2.00

Accrued Q20 on 8/12/12

Touch absence 7/5/12 via PT50 to realign deduction

20 Overtime Comp Ti... Hours	192.67000	8.00000	184.67000	02/10/2011 Absences 9000	0.50000	Hours
	192.67000	8.00000	184.67000	12/13/2011 Absences 9000	2.00000	Hours
22 Holiday Comp Time Hours	17.50000	6.00000-	23.50000	07/05/2012 Absences 9000	6.00000	Hours
	17.50000	6.00000-	23.50000			

7/5/12 absence pulled from current balance of Q20

20 Overtime Comp Ti... Hours	192.67000	2.00000	190.67000	0.00000
	192.67000	2.00000	190.67000	0.00000
22 Holiday Comp Time Hours	17.50000	0.00000	17.50000	0.00000
	17.50000	0.00000	17.50000	0.00000

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**Issue:**

-A previously recorded absence is touched (resaved) and the quota deductions for the impacted date(s) are updated.

**Example:**

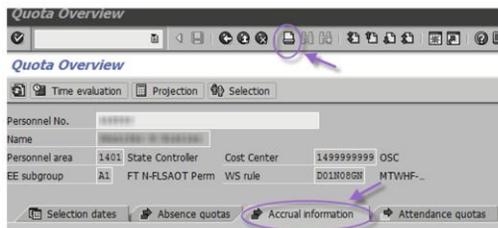
- EE has an absence that deducts 6 hrs from Q22 on 7/5/12 (T22U = 6). EE has no Q20 balance on this date and the Q22 balance is negative as of that date.
- EE earns OT Comp on 8/12/12 (T20R = 8).
- The 7/5/12 absence is touched and the absence now deducts 6 hrs from OT Comp since EE no longer has a Q22 balance.

# Researching & Reporting Negative Quota Balances

- \* PT50
- \* PT\_BAL00
  - \* T series
- \* Infotype 9901
  - \* Relative Subtype

# PT50

- \* Always select ALL 
- \* Accrual information tab selection, then print



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## Issue:

-In some cases PT\_BAL00 and/or Infotype 9901 are difficult to use to identify if a quota has been granted to an EE.

## Solution:

Here is a quick trick for using PT50 to view accruals or reductions of a particular quota.

# PT50

\* Quota type selection, then Filter

*Quota Overview*

Date	Quota type	Quota text	Unit
02/01/2008	10	Vacation Leave	Hours
02/01/2008	15	Sick Leave	Hours
02/01/2008	65	Community Service Leave	Hours
02/15/2008	10	Vacation Leave	Hours
02/15/2008	15	Sick Leave	Hours
02/20/2008	40	Holiday Leave	Hours
02/29/2008	20	Overtime Comp Time	Hours

# PT50

\* Use appropriate quota type, then Enter

**Quota Overview**

Accrual information

Personnel number:  Determine values for filter criteria

Generate Reference date:

Select: Quota type  to

Date	Q	Qua
02/01/2008	1	Vac
02/01/2008	1	Sick
02/01/2008	6	Corr
02/15/2008	1	Vac
02/15/2008	1	Sick
02/20/2008	4	Hok
02/29/2008	2	Ove
03/07/2008	2	Ove
03/14/2008	2	Ove
03/17/2008	1	Vac
03/17/2008	1	Sick
03/28/2008	2	Ove
04/15/2008	1	Vac
04/15/2008	1	Sick
04/19/2008	2	Ove
04/19/2008	2	Ove
04/24/2008	2	Overtime Comp Time
04/24/2008	2	Overtime Comp Time

Hours 3.51000 0.00000 3.51000  
Hours a nnnnn a nnnnn a nnnnn

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# PT50

## Quota Overview



### Accrual information

Personnel number 11/01/1997 - 12/31/9999  
Generate  
Reference date 08/14/2012

Date	Quota type	Quota text	Unit	Curr. generated	Accrued	Transferred
06/26/2012	40	Holiday Leave	Hours	8.00000-	0.00000	8.00000-
06/04/2012	40	Holiday Leave	Hours	8.00000	0.00000	8.00000
05/05/2012	40	Holiday Leave	Hours	8.00000-	0.00000	8.00000-
04/28/2012	40	Holiday Leave	Hours	8.00000	0.00000	8.00000
03/07/2012	40	Holiday Leave	Hours	8.00000	0.00000	8.00000
02/14/2012	40	Holiday Leave	Hours	8.00000-	0.00000	8.00000-
02/11/2012	40	Holiday Leave	Hours	8.00000-	0.00000	8.00000-
01/31/2012	40	Holiday Leave	Hours	8.00000-	0.00000	8.00000-
01/25/2012	40	Holiday Leave	Hours	8.00000-	0.00000	8.00000-
01/24/2012	40	Holiday Leave	Hours	8.00000-	0.00000	8.00000-
12/24/2011	40	Holiday Leave	Hours	8.00000-	0.00000	8.00000-
12/23/2011	40	Holiday Leave	Hours	8.00000-	0.00000	8.00000-
12/17/2011	40	Holiday Leave	Hours	8.00000	0.00000	8.00000
12/14/2011	40	Holiday Leave	Hours	8.00000	0.00000	8.00000
12/03/2011	40	Holiday Leave	Hours	8.00000	0.00000	8.00000
11/27/2011	40	Holiday Leave	Hours	8.00000	0.00000	8.00000
11/26/2011	40	Holiday Leave	Hours	8.00000	0.00000	8.00000
10/26/2011	40	Holiday Leave	Hours	8.00000	0.00000	8.00000
10/25/2011	40	Holiday Leave	Hours	8.00000	0.00000	8.00000
10/12/2011	40	Holiday Leave	Hours	8.00000	0.00000	8.00000
10/04/2011	40	Holiday Leave	Hours	8.00000-	0.00000	8.00000-
08/06/2011	40	Holiday Leave	Hours	8.00000	0.00000	8.00000
08/02/2011	40	Holiday Leave	Hours	8.00000-	0.00000	8.00000-

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### Notes:

You can use the sort and filter functionality to further manipulate data.

# PT\_BALOO & "T Series" of Time Types

**Cumulated Time Evaluation Results: Time Balances/Wage Types**

Further selections Search helps Sort order Org. structure

Period

Today  Current month  Current year  
 Up to today  From today  
 Other period

Period  To   
Payroll period

Selection

Personnel Number    
Time recording administrator

Selection Conditions

Day balances  to    
 Cumulated balances  to    
 Time Wage types  to

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## PT\_BALOO & “T Series” of Time Types

T20**U** - Overtime comp USED

T20**A** - Overtime comp ACCRUED

T20**R** - Overtime comp REMAINING BALANCE

T20**O** - Overtime comp OFFSET

T20**P** - Overtime comp PAID

T20**X** - Overtime comp EXPIRED

*The Quota Type is interchangeable*

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### **Notes:**

In the event T\*\*R is adjusted up/down on a given day, and not reflected in a T\*\*A or T\*\*U value, then there is likely an IT 2013 for the quota on that day.

## PT\_BALOO & “T Series” of Time Types

T10**U** - Vacation USED

T10**A** - Vacation ACCRUED

T10**R** - Vacation REMAINING BALANCE

T10**O** - Vacation OFFSET

*The Quota Type is interchangeable*

T10**P** - Vacation PAID

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## PT\_BALOO & “T Series” of Time Types

T15**U** - Sick USED

T15**A** - Sick ACCRUED

T15**R** - Sick REMAINING BALANCE

T15**O** - Sick OFFSET

*The Quota Type is interchangeable*

## PT\_BALOO & “T Series” of Time Types

Quota Type	Quota Text
10	Vacation Leave
15	Sick Leave
20	Overtime Comp Time
21	Gap Hours
22	Holiday Comp Time
40	Holiday Leave

# Magic Equation

PT50 = T\*\*R = IT 9901

# Magic Equation

## Quota Overview

Time evaluation  Projection  Selection  
 Personnel No. \_\_\_\_\_  
 Name \_\_\_\_\_  
 Personnel area  State Controller Cost Center  OBC  
 EE subgroup  FT N-FLSAOT Perm WS rule  MTWH-9,..

Totals row	AbQuotaTyp	Quota text	Unit	Enblt.	Rem.	Rec
	10	Vacation Leave	Hours	540.78000	92.28000	
	15	Sick Leave	Hours	471.58000	253.08000	
	20	Overtime Comp Ti	Hours	172.00000	9.00000	
	22	Holiday Comp Time	Hours	0.00000	0.00000	
	40	Holiday Leave	Hours	408.00000	8.00000	
	61	Adv Weather Hrs O	Hours	0.00000	0.00000	

## Overview Leave & Liability Aging (9901)

Personnel No. \_\_\_\_\_ Name \_\_\_\_\_  
 EE group  SPA Employees Personnel ar  State Controller  
 WS rule  MTWH-9,F-4,SaS-O Status  Active  
 Choose  01/01/1800 To  12/31/9999 Sty.  6000

Start Date	End Date	Time T...	Hours	On-Call R	Time Eval ...	Payout Date
07/26/2013	07/26/2013	6000	6.00	0.00	07/27/2012	
07/19/2013	07/19/2013	6000	3.00	0.00	07/20/2012	
04/26/2013	04/26/2013	6000	3.00	0.00	04/27/2012	
04/26/2013	04/26/2013	6000	3.00	0.00	05/08/2012	
04/19/2013	04/19/2013	6000	5.00	0.00	04/20/2012	
04/19/2013	04/19/2013	6000	1.00	0.00	05/07/2012	
04/19/2013	04/19/2013	6000	4.00	0.00	05/08/2012	

## Day balances

Data select. period 08/01/2012 - 08/31/2012

Pers.No.	Empl/App'l.name	Period	Current Date	TmType	Time type descrpt.	Z Number
...	...	201208	08/01/2012	T20R	OT Comp End Balance	9.00
...	...	201208	08/02/2012	T20R	OT Comp End Balance	9.00
...	...	201208	08/03/2012	T20R	OT Comp End Balance	9.00
...	...	201208	08/04/2012	T20R	OT Comp End Balance	9.00
...	...	201208	08/05/2012	T20R	OT Comp End Balance	9.00
...	...	201208	08/06/2012	T20R	OT Comp End Balance	9.00
...	...	201208	08/07/2012	T20R	OT Comp End Balance	9.00
...	...	201208	08/08/2012	T20R	OT Comp End Balance	9.00
...	...	201208	08/09/2012	T20R	OT Comp End Balance	9.00
...	...	201208	08/10/2012	T20R	OT Comp End Balance	9.00
...	...	201208	08/11/2012	T20R	OT Comp End Balance	9.00
...	...	201208	08/12/2012	T20R	OT Comp End Balance	9.00
...	...	201208	08/13/2012	T20R	OT Comp End Balance	9.00
...	...	201208	08/14/2012	T20R	OT Comp End Balance	9.00
...	...	201208	08/14/2012	T20R	OT Comp End Balance	126.00

PT50

PT\_BAL00

IT 9901-6000

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# Holidays

## Accrual Entitlement Behavior:

- \* Holiday entitlement is generated 30 days before the actual holiday
- \* When the holiday entitlement is not exhausted, the holiday rolls to holiday comp 30 days after the holiday
- \* If part or all of the holiday is worked, only the hours equal to the hours recorded as time worked will roll to holiday comp (max 8 hours) on the holiday. The remaining hours will be available for holiday leave use until they expire, or 'roll' to holiday comp.

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## Notes:

Time Evaluation is run through month end on the first day of Payroll corrections, which could prematurely roll the holiday prior to actual date of the rollover.

# Holiday Reporting PT\_BALOO

- \* Apply appropriate period and dates as needed
- \* Select Personnel Number
- \* Apply applicable day balance time types
- \* Production Variant;  
**HOL CORRECTION**
- \* Sort by Current Date

*Cumulated Time Evaluation Results: Time Balances/Wage Types*

Further selections Search helps Sort order Org. structure

Period

Today  Current month  Current year

Up to today  From today

Other period

Period Payroll period To

Selection

Personnel Number

Time recording administrator

Selection Conditions

Day balances to

Cumulated balances to

Time wage types to

8/20/12

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Time Type	Short Description	
9308	Holiday Liability	If an EE's holiday leave balance goes negative, TT 9308 will generate
9311	Entitlement available after the holiday	Tracks balance after the holiday & is updated once any or all of the balance has been used
9316	Entitlement used before the holiday	Contains what (if anything) has been used before the holiday
9317	Entitlement remaining on the holiday	Only populated on the holiday
HP02	Hours worked on the holiday	Contains the total hrs worked
9122	Holiday comp accrual	Value of holiday comp
9140	Holiday leave accrual	Value of holiday leave
T40R	Holiday leave remaining balance	Remaining balance on a given day
T40U	Holiday leave used	Used value on a given day. TT

### Holiday leave accrual

Pers. No.	Current Date	Period	Current Date	TmType	Time type descrip.	Σ	Number
201205	05/28/2012		05/28/2012	T40U	TS Holiday Quota Used		8.00
							• 8.00
201206	06/04/2012		06/04/2012	9140	Holiday Time Off Accrual		8.00
201206	06/06/2012		06/06/2012	T40R	Holiday Lv End Balance		8.00
							• 16.00
201206	06/05/2012		06/05/2012	T40R	Holiday Lv End Balance		8.00
							• 8.00
201206	06/06/2012		06/06/2012	T40R	Holiday Lv End Balance		8.00
							• 8.00

9901-6015

Start Date	End Date	Time T.	Hours	On-Call R	Time Eval D	Payout Date	L	L
10/02/2012	10/02/2012	6015	8.00	0.00	08/04/2012			
08/02/2012	08/02/2012	6015	8.00	0.00	06/04/2012			
08/02/2012	08/02/2012	6015	2.50	0.00	07/04/2012			
08/02/2012	08/02/2012	6015	5.50	0.00	08/02/2012	08/02/2012		
06/26/2012	06/26/2012	6015	8.00	0.00	04/28/2012			
06/26/2012	06/26/2012	6015	8.00	0.00	05/28/2012			

T40\*

Pers.No.	Empl/applname	Period	Current Date	TmType	Time type descrip.	Σ	Number
		201206	06/04/2012	T40A	TS Holiday Quota Accrued		8.00
		201206		T40R	Holiday Lv End Balance		8.00

### Notes:

There are no time types for 5/29/12-6/3/12 because EE's Q40 balance during that date range is zero.

Leave used and entitlement remaining on the same day

201207	07/03/2012	T40R	Holiday Lv End Balance	8.00
	07/03/2012			• <b>8.00</b>
201207	07/04/2012	T40U	TS Holiday Quota Used	2.50
201207		9317	Possible Hol Comp	5.50
201207		9311	Holiday Counter Post Hol	5.50
201207		T40R	Holiday Lv End Balance	5.50
	07/04/2012			• <b>19.00</b>
201207	07/05/2012	9311	Holiday Counter Post Hol	5.50
201207		T40R	Holiday Lv End Balance	5.50
	07/05/2012			• <b>11.00</b>
201207	07/06/2012	9311	Holiday Counter Post Hol	5.50
201207		T40R	Holiday Lv End Balance	5.50

9901-6015

10/02/2012	10/02/2012	6015	8.00	0.00	08/04/2012	
08/02/2012	08/02/2012	6015	8.00	0.00	06/04/2012	
08/02/2012	08/02/2012	6015	2.50-	0.00	07/04/2012	
08/02/2012	08/02/2012	6015	5.50-	0.00	08/02/2012	08/02/2012
06/26/2012	06/26/2012	6015	8.00	0.00	04/28/2012	
06/26/2012	06/26/2012	6015	8.00-	0.00	05/28/2012	

T40\* Series Time Types

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201207	07/03/2012	T40R	Holiday Lv End Balance	8.00
	07/03/2012			• <b>8.00</b>
201207	07/04/2012	T40U	TS Holiday Quota Used	2.50
201207		T40R	Holiday Lv End Balance	5.50
	07/04/2012			• <b>8.00</b>
201207	07/05/2012	T40R	Holiday Lv End Balance	5.50
	07/05/2012			• <b>5.50</b>
201207	07/06/2012	T40R	Holiday Lv End Balance	5.50

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Holiday comp accrual and Holiday leave accrual

201208	08/01/2012	9311	Holiday Counter Post Hol	5.50
201208		T40R	Holiday Lv End Balance	5.50
				• 11.00
201208	08/02/2012	9122	Holiday Comp Time Accr...	5.50
201208		9140	Holiday Time Off Accrual	5.50-
				• 0.00
201208	08/04/2012	9140	Holiday Time Off Accrual	8.00
201208		T40R	Holiday Lv End Balance	8.00

9901-6015

10/02/2012	10/02/2012	6015	8.00	0.00	08/04/2012	
08/02/2012	08/02/2012	6015	8.00	0.00	06/04/2012	
08/02/2012	08/02/2012	6015	2.50-	0.00	07/04/2012	
08/02/2012	08/02/2012	6015	5.50-	0.00	08/02/2012	08/02/2012
06/26/2012	06/26/2012	6015	8.00	0.00	04/28/2012	
06/26/2012	06/26/2012	6015	8.00-	0.00	05/28/2012	

9901-6005

08/01/2013	08/01/2013	6005	5.50	0.00	08/02/2012
05/08/2010	05/08/2010	6005	1.92	0.00	05/09/2009
05/08/2010	05/08/2010	6005	1.92-	0.00	05/15/2009

T40\* and T22\*

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201207	07/31/2012	T40R	Holiday Lv End Balance	5.50
				• 5.50
201208	08/01/2012	T40R	Holiday Lv End Balance	5.50
				• 5.50
201208	08/02/2012	T40A	TS Holiday Quota Accrued	5.50-
201208		T22A	TS Hol Comp Quota Accrued	5.50
				• 0.00
201208	08/04/2012	T40A	TS Holiday Quota Accrued	8.00
201208		T40R	Holiday Lv End Balance	8.00

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**Notes:**

There are no time types on 8/3/12 because EE's Q40 balance on that date is zero.

# Holiday Reporting PT\_ERLOO

When to act on ZL warning:

**Change 9300 to 9000, hol worked** message

ZD	Positive time - Hours not entered	156920	SA	02/11/2012
ZL	change 9300 to 9000, hol worked	156920	TH	07/05/2012
ZM	Timing of absence entries requires	156920	TH	07/05/2012
ZN	Holiday already worked	156920	TH	07/05/2012
ZD	Positive time - Hours not entered	156920	SA	08/04/2012

\* Messages should be managed currently, but not retro actively prior to 6/1/12 due to holiday quota corrections project

\* Except when: An EE works on the holiday and records holiday leave in the same OT period

Empl/appName	Pers.No.	Date	Status	z Number	MU	A/A type	Created on
		07/05/2012		8	H	9300	07/20/2012
				2	H	9000	07/20/2012
		07/04/2012		10	H	9500	07/20/2012
		07/03/2012		10	H	9500	07/20/2012
		07/02/2012		10	H	9500	07/20/2012

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## Notes:

When an EE works the holiday, the number of hours worked (up to 8 hrs) will roll from holiday leave to holiday comp. If the EE has a holiday leave absence keyed later in the same OT period, then the EE's holiday balance could drop below zero since a portion of the entitlement has already rolled to holiday comp.

## IT 2013 is needed when...

- \* An employee is on an LOA action, in pay status and:
  - \* The LOA date is prior to the normal system generated accrual
  - \* The LOA date is after the normal system generated accrual and the employee is reinstated prior to the actual holiday
- \* An employee separates after the holiday accrual but before the actual holiday
- \* An employee goes out on LOA after entitlement has been granted but doesn't have enough leave to keep them in pay status until holiday
- \* IT 2013 records should follow the normal dates of the system behavior in order to align the time types correctly

## IT 2013 is needed when...

- \* In the event EE works 50% of the month, but system does not grant appropriate accruals due to reset of counts.

**Examples:**

*EE suspended during month*

*EE is separated and reinstated within month*

- \* Following a VSL event, to move remaining VSL (up to 40 hrs) to Sick Leave
- \* Returning excess received VSL to donors

**Always include applicable notes for appropriate IT 2013s**

## IT 2013 should not be used...

- \* To remove a negative quota balance
- \* To correct a quota balance
- \* To correct Adverse Weather
- \* To realign quota deduction
- \* To enhance vacation payouts

If you think you need an IT2013 for any of the above situations, contact BEST

# FY2012-2013 Special Leave

## Questions



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**Notes:**

Special Leave was covered in depth on the 8/7/12 Conference Call. Related Job Aids are available on the Training website.

# Good to Know

- \* FMLA workbench is not configured to track FIL. Leave associated with FIL should be managed externally
- \* When position time management settings are changed, a retro time eval request is required
- \* When creating substitutions special care should be taken when selecting Holiday Calendar and grouping data

Work schedule rule			
Work schedule rule	001N08GR	MTWHF-8,Sa5-O	ES grouping 2
Holiday Calendar ID	AC		PS grouping 10

## Good to Know

- \* In order to receive shift premium, an EE's WSR must be conducive to the applicable shift.
  - \* A Night shift WSR will not receive Evening Shift Premium
  - \* An Evening shift WSR will not receive Night Shift Premium
  - \* Push codes should be used for Day shift schedules
  
- \* IT 2013s are being monitored

Final Thoughts....

Questions

